

Behavior Management

The behavior management system at the Flint Genesee Job Corps (FGJCC) includes incentives for positive behaviors and sanctions for negative behavior based on a progressive scale in order to promote a fair discipline system. The Behavior Management system is administered by the Center Standards and Incentives Officer (CSIO) and CSIO Assistant who works the Behavior Management Committee to ensure an effective behavior management program is in place. The following is the purpose of the standards of trainee conduct:

1. To promote among trainees, standards of conduct which are expected and accepted in the workplace.
2. To provide trainees with an opportunity to learn from their mistakes.
3. To provide trainees with opportunities for due process in disciplinary proceedings.

Incentives

FGJCC has several systems in place to recognize trainees who demonstrate positive behaviors. The following describe the various incentives available on center.

Monthly Awards Assembly

Every month FGJCC will hold a monthly Awards Assembly to recognize trainees who have excelled in various areas on center. At this ceremony Social Development, Recreation, Academics, Counseling, Career technical Training and other special activities will recognize trainees for displaying positive behavior and accomplishments in all technical areas. Awards are distributed through the CSIO office and a complete list of the awards and the criteria for each are available at the CSIO office.

The following are some of the awards that can be earned:

1. Center Director's Trainee of the Month
2. Center Standards and Incentives' Trainee of the Month
3. Counseling Trainee of the Month
4. Perfect Attendance Trainee of the Month
5. Overall Academic Trainee of the Month
6. Most Improved Math TABE
7. Most Improved Reading TABE
8. Math Trainee of the Month
9. Reading Trainee of the Month
10. GED Trainee of the Month
11. Most Improved Academic Trainee of the Month
12. Overall Career Technical Trainee of the Month
13. Business Cluster Trainee of the Month
14. Health Cluster Trainee of the Month
15. Hard Trade Trainee of the Month
16. Work-Based Learning Trainee of the Month
17. Residential Trainee of the Month
18. Non-Residential Trainee of the Month
19. Single Parent Trainee of the Month
20. Work-Based Learning I Trainee of the Month

21. Recreation Trainee of the Month
22. ACT Student of the Month
23. Arts and Crafts Trainee of the Month
24. Social/Cultural Trainee of the Month
25. Safety Committee Trainee of the Month
26. Dorm of the Month

Phase System

Trainees have the opportunity to increase privileges and incentives through the FGJCC phase system. Based on the trainee's ESP and a recommendation of the Career Counselor, trainees may receive a Gold or Platinum Card. The following outlines the requirements and incentives for each. If at any time you do not meet the criteria, you will lose the Gold Card and all its privileges.

Gold Card

Eligibility Requirements:

1. 90% or better average of all your ESPs during your 60-day ESP Panel.
2. No level II or intermediate incidents during evaluation period
3. No more than 1 minor incident
4. No AWOLs & no more than 1 TUF during evaluation period
5. Completion of Leadership I & II
6. No more than 5 unexcused absences
7. Participate in center community service
8. 3 positive subsequent evaluations

Incentives/Privileges:

1. Gold card -recreation trip
2. Incentive gift cards
3. First in line for trainee pay
4. Evening pass
 - a. Monday – Thursday 4:30p.m. - 9:30 p.m.
 - b. Curfew
 - i. Friday 12:00 p.m.
 - ii. Saturday 12:00 p.m.
 - iii. Sunday 9:30 p.m.
 - iv. *Minors must follow city mandate.
5. Eligible for Leisure Time Employment and Leadership Positions
6. Gold Card ID with name and picture

Platinum Card

Eligibility Requirements:

1. ESP-95% or above
2. Must have gold card for at least 1 evaluation period
3. Active participation on committee
4. No AWOLs or TUFS
5. No unexcused absences
6. 6 positive incident reports

Incentives/Privileges:

1. No closed hall
2. N/R 2 half days per month off
3. First in line for trainee pay
4. Off center lunch run on Wed.
5. \$5.00 coupon for trainee store
6. Curfew
 - a. Sunday – Thursday 11:00 p.m.
 - b. Friday – Saturday 3:00 a.m.
7. Platinum Card ID with name and picture

This center operates with a Behavior Management Program that will provide you opportunities to change inappropriate behavior and provide for a safe center for trainees and staff. Trainees need guidance while adjusting to the program. Our behavior management program is designed to help you interact appropriately with each other and staff during your period of enrollment in the program. It is important to remember that all trainees must follow these standards while on center and off center. As a trainee, you should remember that rules and regulations are not made for staff to find faults with you. They are guidelines to assist you to become employable. **You are responsible for your own individual behavior.** As trainees progress through the program, they will begin to change negative behaviors and habits that will directly impact employability. The following are basic fundamentals to ensure your employability readiness when it is time to transition out of the program.

Rules and Sanctions

Incident reports for negative behavior are categorized by the Department of Labor as follows:

1. Zero Tolerance Level 1 and Zero Tolerance Level 2 are a result of a serious incident and require a mandatory Center Review Board (CRB) and are outlined in the DOL procedures outlined below.
 - a. A CRB is a panel that determines your guilt or innocence of the charges. It consists of two staff and one trainee voting members. The panel will make a recommendation to the Center Director if you are to be terminated or retained in the Job Corps program. They only make a recommendation; the Center Director will make the final decision. The CSIO will present the evidence in the case. A trainee has the right to request a staff advocate or one can be appointed for them

2. Zero Tolerance Level 3 consists of minor, intermediate and serious offenses and sanctions are based on a progressive scale in order to promote a fair discipline system that may result in one or a combination of sanctions.

Zero Tolerance - Level 1

There are certain offenses which, if committed during your enrollment in Job Corps, **that will result in a Center Review Board hearing within 3 training days.** The first, as listed below, will result in your immediate removal from center and your loss of the right to appear before the **CRB hearing.** You will have the right to make a written statement for the board. If found guilty, you will be immediately terminated from the program, but retain the right to appeal to the DOL regional office.

1. Possession of a gun or illegal weapon on center or under center supervision.
2. Physical assault that causes bodily harm to trainee or staff.
3. Sexual assault of a criminal nature.
4. Robbery and/or extortion.
5. Arson.
6. Arrest for a felony on or off center.
7. Possession, distribution, or sale of drugs on center or under center supervision.
8. Conviction of drug use, possession, or sale off center (felony or misdemeanor)
9. Use of drugs as evidence by a positive drug test conducted upon suspicion or a second positive drug test by the end of the 45th day.

Zero Tolerance - Level 2

The second level, listed below, will **result in a referral to the Center Review Board within 5 training days.** There is a presumption that trainees who commit these offenses will be terminated. If the trainee is considered a threat or disruptive, the trainee(s) involved may be removed from center at the discretion of the Center Director/designee. Unless the Center Director determines the violation to be of lesser significance or there are mitigating circumstances, including prior good behavior or performance, termination is required.

1. Threat of assault with intent to intimidate or coerce any staff or trainee.
2. Physical assault with intent to cause bodily harm to trainee or staff.
3. Sexual harassment.
4. Possession of an item that could be used as a weapon on center or under center supervision.
5. Fighting.
6. Theft or possession of stolen goods.
7. Inciting a disturbance or creating disorder.
8. Hazing, initiation, and harassment (without assault).
9. Loan sharking.
10. Destruction of government or private property.
11. Arrest for a misdemeanor on or off center.
12. Gang activity including wearing of gang clothing, colors, or making gang related signs.
13. A pattern of inappropriate behavior, failure to follow center rules, or lack of full participation in required center activities as determined by the Center Director or designee.
14. Inhalation of volatile intoxicating substances on center or under center supervision.

15. Use, possession, or sale of alcohol on center.

Zero Tolerance - Level 3

The third level offenses are categorized as Minor, Intermediate or Serious Offenses. Sanctions are based on a progressive scale in order to promote a fair discipline system that may result in one or a combination of different sanctions.

Minor offenses include but are not limited to the following:

1. Missed meetings/appointments
2. Fail to do work duty
3. Fail to do center support
4. Classroom/cafeteria misconduct
5. Horseplay
6. Minor safety violation
7. Use of profanity
8. Pass/curfew violation
9. Class Tardy/Absence
10. Underage Tobacco Use
11. Poor room scores

Intermediate offenses include but are not limited to the following:

1. TUF/AWOL
2. Violation of dress code
3. Verbal conflict
4. Class Tardy/Absence
5. Illegal exit violation
6. Breaking restriction
7. Poor Room Scores
8. Unauthorized dorm visitor
9. Disrespect to staff
10. Disorderly conduct
11. Cheating/gaming
12. Abusive or obscene language
13. Body tattoos/piercing
14. Embarrassment to center
15. Smoking in unauthorized areas
16. Failure to follow staff instructions/insubordination
17. Ethnic agitation (i.e. racial name calling/racial remarks)

If you display inappropriate behavior or continue to break the rules and regulations you will be given consequences. Consequences are given equally and fairly, and are used as a tool to guide you. When you receive a consequence, this is an agreement that you will complete the consequence and change your behavior.

1. **Fine** - Trainees will pay fines, not to exceed \$5.00, from their bi-weekly pay. This money will go to the Student Government Association (SGA) fund.

2. **Restitution** - Trainees who have damaged or defaced government property or missed appointments requiring the center's payment will pay restitution. The money will come out of trainee's bi-weekly pay but will not exceed \$500.
3. **Restriction** - When trainees are given restriction, they will not be allowed to leave the Center with exception to safety, religious ceremonies or family emergencies. Weekend restriction begins at Friday 4:00 p.m. to Sunday 9:30 p.m. Recreation trips and passes are not authorized during this time.
4. **Suspension (of privileges)** - When a trainee is on suspension, this means, they are suspended from specific activities. Trainees cannot be suspended from the dining hall, voting, religious ceremonies or pay/allowances.
5. **CSIO Probationary Contract** – Trainee will be placed on a written contract between trainee, CSIO and Center Director. Trainees that break probation are subject to disciplinary termination.
6. **Disciplinary Termination** - Trainee is terminated from the Program.